

MEMORANDUM FOR: Director of Central Intelligence

Mr. Helms:

Herewith some notes concerning the 18 September ceremony.

General

a. The auditorium seating will not be ~~controlled~~ ^{specified} except for the 25-year awardee group which will be placed in the front of all three sections.

b. Usherettes will ensure that the 25-year awardees are seated in the front area. They will also work actively to ~~ensure~~ ^{be} that all seats are filled. Against the possibility of vacancies due to last minute illness, absence, etc., a number of extra tickets have been issued.

your arrival. c. DIPers will brief audience prior to
d. The extra lights which have been installed to facilitate color ~~film~~ filming are as before quite bright, especially those mounted on each side of the auditorium. We again suggest you avoid looking at them. We also suggest that Dr. Kissinger be similarly counseled.

It ~~She~~ ^{She} who will lead the national anthem will move to the stage as you go to your place. She and the organist will begin on their own mutual cues. The audience and those on the stage who will be standing as you enter will remain standing throughout the national anthem.

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f. stage seating charts and sample programs for each contingency are attached.

Plan A - Dr. Kissinger Present

a. You would accompany Dr. Kissinger into the auditorium proceeding to the center - vacant - chairs for the National Anthem. ~~Repeating program should~~

b. You would ^{then} move to the lectern for preliminary remarks and introduction of Dr. Kissinger. Some suggested ^{remarks} points are attached.

c. Following Dr. Kissinger's talk you would thank him and close the ceremony.

d. The audience will stand fast as you and Dr. Kissinger leave the auditorium.

Plan B - Dr. Kissinger Not Present

a. I would hope to escort you to the auditorium, General Walters having been accompanied by Bob Wattles. Following the National Anthem Harry Fisher who will already be at the lectern will offer preliminary comments and introduce you. [REDACTED]

b. At the end of your talk please invite the 25-year awardees to come up on the stage to be greeted by you. [REDACTED] No certificates will be passed but we hope that the personnel will be spaced so that the photographers can snap an individual picture as you shake hands. We suggest that you move to your left to the side of the lectern for this purpose. [REDACTED]

c. Harry Fisher will briefly close out the ceremony. [REDACTED]

John W. Coffey
Deputy Director
for Support

cc: DDCI
ExDir-Compt